

## MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: MVD Policy on Developmental Assignments

1. Purpose. The purpose of this policy is to outline procedures to be followed in effecting developmental assignments, district to district, and between MVD Headquarters and its districts.

2. Applicability. The policy is applicable to all organizations throughout the Mississippi Valley Division.

3. References.

a. Joint Travel Regulation-Volume II as amended.

b. EC 11-2-174, Availability, Obligation and Use of General Expenses and Other Civil Works Funds in Fiscal Year 1998.

c. ER 350-1-420, 5-Year Individual Development Plan (IDP) and Developmental Assignments.

4. Background. Developmental assignments can be an effective means for training MVD members. These assignments enable participants to keep abreast of changes and innovations in their occupational fields, learn new skills, and develop or improve abilities needed in current or future positions. The need for developmental assignments should be indicated on the team member's Five-Year Individual Development Plan. The training of MVD members through apprenticeship, cooperative education, and career intern programs is excluded from the scope of this policy. Requests by MVD Headquarters or a district for an identified expertise or individual to augment MVD resources for a specific length of time is also excluded from this guidance. The nature and length of the assignment may dictate that a temporary promotion or detail would be appropriate. In such cases, the CPAC/CPOC will determine if the developmental assignment should be announced and publicized as a temporary promotion/detail, following merit promotion requirements.

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5. Policy. Developmental Assignments are an effective means of developing employees for greater and more diverse responsibility and therefore are beneficial to both the organization and the employee. Due to the statutory prohibition contained in the referenced EC, it is very important that developmental assignments not be used as a means of augmenting the MVD work force.

6. Canvassing.

a. HQMVD and the districts will determine qualifying criteria for their developmental assignments and the area of consideration.

b. HQMVD and the districts will advertise (for interest and availability) developmental assignments when available. Coordination will be accomplished between management and the local HR (CPAC) Office. The canvassing will be conducted by the gaining organization using the attached announcement. These announcements will provide an adequate period of lead time to allow for solicitation and the review of applications. HQMVD and the districts may also request that a developmental assignment be established for a specific time and in a specific function at MVD Headquarters or the districts.

7. Announcements. Developmental assignment announcements will be prepared in memorandum format (Appendix b) and will specifically identify the following:

a. Purpose.

b. Applicability.

c. Statement of Duties and Responsibility of Trainee. Prepare a brief outline or schedule to identify the tasks and responsibilities of the individual while on the developmental assignment. Additionally, include a statement of overall assignment objectives. Although the outline need not be extensively detailed, it should provide a reasonably clear picture of the assignment for the trainee and a basis for preparation of a training plan and evaluating the performance of the trainee (If a job is already established, may attach a copy of the job description).

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d. Period of Assignment. Be flexible when establishing a period for developmental assignments. The assignment should be long enough to permit the individual and the organization to derive long-range benefits. A period of 120 days is typically considered a minimum duration. The key to a good assignment is participation, and the developmental plan must assure that the participant becomes meaningfully involved and properly mentored throughout the assignment.

e. Selection Criteria. Describe the criteria that all applicants must meet in order to be eligible for selection to the developmental assignment.

f. Application Procedures. Describe how candidates must apply. Specify needed documents (e.g., DA Form 2302--Civilian Personnel Qualification Record, or DA Form 5398 R--Civilian Performance Ratings, Statement of Interest). Each nomination must have a supervisory endorsement.

g. Funding.

(1) Background. Paragraph 5 of EC 11-2-174 (10 Mar 98) "Availability, Obligation and Use of General Expenses and Other Civil Funds in Fiscal Year 1998" contains guidance which enforces the statutory prohibition contained in the Energy and Water Development Appropriations Act, 1998, which "prohibits the use of other than GE title 1 funds for division office executive direction and Management (ED&M) activities." The EC also contains a list of functions which are not considered to be "division ED&M activities." Included in this list are "costs associated with documented professional developmental assignments of field personnel to division offices. Since professional development of the work force is a cooperative effort, the costs may be shared between the division office and the team member's organization (e.g., district continues to pay labor; division office pays travel and per diem)."

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(2) Funding Policy. The funding for the developmental assignment should be shared between the benefiting FOAs on the relative benefits to be realized by each. Recognizing the difficulty of developing a standard rule that would always apply, the table attached at Appendix A is offered as a guide. The most important consideration is that the costs should be shared based on a mutually agreeable formula established as part of the announcement of the developmental assignment and which as accurately as possible reflects the benefits to be derived by each FOA.

h. Processing. Management at the site of the developmental assignment will document details or temporary promotions by PERSACTION (SF-52) as appropriate. The local CPAC will work with the CPOC to assure compliance with merit promotion procedures.

A statement of duties or the job description of the training assignment will accompany the PERSACTION (SF-52). The individual will be responsible for updating career records to include the developmental assignment.

2 Appendixes

/s/  
PHILLIP R. ANDERSON  
Major General, USA  
Commanding

## DISTRIBUTION:

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CEMVP-DE  
CEMVR-DE  
CEMVS-DE  
CEMVM-DE  
CEMVK-DE  
CEMVN-DE

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APPENDIX A		
Assignment	How funded?	JUSTIFICATION
MVD or District Employee to HQUSACE (initiated by MVD)	100 of labor, travel, and per diem by employee's office	Employee office is benefiting office due to training benefit to employee; benefit to HQUSACE is intangible (output of work is not required by HQUSACE)
District employee to MVD HQs (MVD Initiated Developmental Assignment) _.	District pays 100 of Labor and other in-house expenses unrelated to TDY assignment (required training, etc). MVD pays travel and per diem. This is the proposed funding split included in the EC 11-2-174. Special circumstances may dictate deviation. In such cases the split should be documented in advance of training.	"Since professional development of the workforce is a cooperative effort, the costs may be shared between the division office and the team member's organization (e.g., district continues to pay labor; division office pays travel and per diem)." Source: EC 11-2-174, 10 Mar 98, para 8c(5) "Availability, Obligation, and use of General Expenses and Other Civil Funds in FY1998."
District Employee to another district	To be negotiated between participating districts based on relative benefit derived by each	Employee office is benefiting office due to training benefit to employee; benefit to host agency is offset due to increased level of supervision required.
District or MVD employee to Other Agency	To be negotiated between participating agencies based on relative benefit derived by each to prevent augmentation of appropriated funds.	Employee office is benefiting office due to training benefit to employee; benefit to host agency is offset due to increased level of supervision required.

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District requests MVD Establish Specific Developmental Position	To be negotiated between participating offices.	Determination must be made as to relative benefits derived by each FOA. Funding must then be shared accordingly to prevent augmentation of appropriated funds.
MVD requests District Establish Developmental Assignment for MVD Employee	MVD pays 100 of all labor, travel, and per diem	MVD is beneficiary of all benefits as the host district is being asked to provide a training opportunity for MVD employee which would not otherwise have been performed by district personnel. Note: EC 11-2-174 provides that temporary assignment (non training) of division office personnel to field organizations is not ED&M.

CEMVD-DE

24 August 1998

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## APPENDIX B

### INTEREST AND AVAILABILITY FOR DEVELOPMENTAL ASSIGNMENTS

S: SUSPENSE DATE

OFFICE SYMBOL

DATE

MEMORANDUM FOR

SUBJECT: Developmental Assignment

1. Purpose.
2. Applicability.
3. Statement of Duties and Responsibilities of Trainee.
4. Period of Assignment.
5. Selection Criteria.
6. Application Procedures.
7. Funding.
8. Point of Contact. (name and telephone number)

Equal Employment Opportunity: All candidates will be given consideration on a fair and equitable basis without regard to race, religion, color, lawful political or other affiliation, marital status, sex, limited disability, age, or national origin.